



STAR 5.0

The screenshot displays the STAR 5.0 web-based interface. At the top, there's a header with 'Test, Em' and '235467'. Below this, a 'Current Info' section shows 'Status: New', 'WS: 9', and 't#: 0'. To the right are buttons for 'Save', 'Verify', 'Print', and 'Clear T'. The main section is titled 'Time & Attendance Worksheet'. It includes a 'Weekly Totals' section with input fields for 'BiWeekly Total' (0) and 'Other Hours' (0), with a 'More' link. Below this is a table with columns: 'Pre', 'TC', 'Suf', 'Description', 'Week 1 Hours', 'Week 2 Hours', 'Accounting', and 'TC Descriptor/Info'. The table contains several rows of data, mostly with '0' in the 'Hours' columns.

The System for Time and Attendance Reporting (STAR 5.0 Web-Based Version)

The System for Time and Attendance Reporting (STAR 5.0 Web-Based Version) is designed, developed, and maintained by the National Finance Center (NFC). It provides capability for (1) online entry of time and attendance (T&A) and leave data and (2) online release of data to NFC for processing.

STAR 5.0 is accessed from a Web browser, providing easy-to-use Web navigation.

Main Features of STAR 5.0

- Enter T&A data at any time during the pay period.
- Record employee leave data.
- Transmit T&As to NFC via an online process.
- Print T&As for approval or certification by the timekeeper, employee, and supervisor.
- Import an employee's most current T&A and leave balances from NFC's database.
- Retrieve online help for each STAR 5.0 field and window.

- Access STAR 5.0 from any computer with Internet capabilities and a valid NFC user ID.
- Prepare corrected T&As for current and 25 prior pay periods.
- Maintain T&As for current and 25 prior pay periods.
- Retrieve transmission and leave error reports through STAR 5.0.

New Features

- Allows for employee daily entry via the Employee Personal Page (EPP) Time Manager (Optional - must be activated by contact point).
- Offers timekeeper entry for Daily (Optional - must be activated by contact point) and Bi-weekly T&A processing.
- Allows the ability to establish default schedules to use as a starting point each pay period.
- Provides for project accounting via the agency accounting table.
- Allows for agency maintenance of accounting and transaction code tables.
- Contains a database defined to the Focus Reporting System (FOCUS).

STAR 5.0 Advantages

- Database resides at NFC, allowing backup and archive functions to be performed by NFC.
- Version updates and built-in Help documentation are maintained by NFC and available to the timekeeper immediately.

STAR Web Minimum Hardware and Software Requirements

- A personal computer (PC) with Internet capabilities.
- Access to the Internet with a Microsoft Internet Explorer browser of 6.0 or higher or Netscape with a browser of 6.2.3 or higher.
- Printer capable of printing Web pages.
- An NFC user ID with access to STAR 5.0.
- Access to EPP (for agencies using employee entry).

Request for Access

To request access to STAR 5.0, contact your agency NFC Security Officer. The

agency Security Officer should e-mail or fax an access request to NFC's Information Systems Security Office.

Procedures

Comprehensive online help is available on each window by clicking [Help]. Additionally, field-level help is available by clicking the field name. The help text is also available in procedure format on NFC's home page (www.nfc.usda.gov). To view and/or print the STAR 5.0 procedure, go to NFC's home page and click the Pubs & Forms icon. At the Pubs & Forms left-hand menu, click List By Title/Chapter and search for Title 1, Chapter 7, Section 5, System for Time and Attendance Reporting, STAR 5.0 Web-Based Version, on the list provided.

Questions about STAR 5.0

To find out more about security, equipment, hardware, and software requirements, contact NFC's Client Management Staff at:

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